

practice in counseling and briefing techniques appropriate to Personal Affairs offices. Overview of duties and responsibilities associated with mortuary affairs functions, including benefits available to next of kin, care and disposition of remains, escort and transportation of remains, military honors (i.e., graveside ceremonies and presentation of flag), and Summary Courts Officer duties.

PER 1110 Personnel Support For Contingency Operations

Concepts of deployment of personnel in contingency or exercise situation, emphasizing duties and responsibilities in support of area commander at a deployed site. Includes concepts, predeployment planning, operation of microcomputers, field condition procedures, and redeployment.

PER 1111 Sales Fundamentals

Principles of merchandise advertising, includes knowing value of good community relations, use of publicity materials, selection of sales techniques, sales record keeping, and customer screening.

PER 1114 Personnel Functions

Manning control, classification, training, promotions, performance evaluations, reenlistments, separations, and records management. Emphasis on use of personnel data system in each section.

PER 1119 Introduction to Personnel Management

Basic management and administrative functions; includes selection, training, placement, classification, evaluation, reassignment, promotion, separation of personnel, pay procedures, performance evaluations, and scheduling/conducting meetings.

PER 2103 Personnel Data Systems

Principles and functions of techniques and methods of entering data into and retrieving data from personnel data system; includes data maintenance procedures and methods, uses of retrieved data, and computer output products.

PER 2108 Manpower Management

Manpower organization; includes measurement methods, development of manning tables, management advisory studies, authorization routines, and manpower reports.

PER 2112 Unit Personnel Administration

Management of unit personnel, procedures for ensuring compliance with standards, procedures for protocol, written correspondence, enforcement of directives, personnel management computer products, assignment of special duties, unauthorized absences, and handling of complaints and inquires. Includes line-of-duty determinations, dependent care responsibilities, and functional relationships between units and personnel office and principles and procedures for monitoring commanders call; Privacy Act; responding to security police reports; and handing private property, unit property, or damage of Government property.

PER 2113 Quality Force Management

Principles of and procedures for achieving and maintaining a quality work force. Administration of policies associated with dormitory management, individual financial responsibility, professional military education, retention programs, weight control and physical fitness, promotion and demotion actions, administering of reprimands and admonitions, unfavorable information files and control rosters, and administrative separation of personnel.

PER 2121 Organizational Evaluation and Development

Methodologies for evaluating and improving effectiveness of organizations; includes familiarization of functional chronology, review and analysis of work performance processes, feasibility studies and planning, standards development, cost analysis and comparison, training requirements, and productivity enhancement.

PER 2612 Resource Management

Principles of resource management to include an explanation of policy and procedures regarding orientation and guidance of newcomers to work force; counseling referrals to various agencies; and purpose of morale, welfare, and recreation programs. Includes policy and procedures for control of drug and alcohol abuse, maintenance of discipline using prevention-correction-punishment method, and relationships shared with senior key personnel.

Pharmacology

PHA 1306 Fundamentals of Pharmacy

Pharmaceutical inorganic and organic chemistry, administrative operations of a hospital pharmacy, conversion of weights and measures and calculation of doses using ratio and proportion and metric apothecary/avoirdupois systems.

PHA 1307 Introductory Pharmacology

Principles of pharmacology and human anatomy and physiology. Studies of drug abuse, toxicology, and pharmaceutical and medicinal agents. Role play in dispensing drugs according to prescriptions in a model pharmacy.



PHA 1308 Pharmaceutical Preparations and Their Manufacture

Properties, preparation, and incompatibilities of various pharmaceutical substances; pharmaceutical compounding techniques in laboratory; reduction and enlargement of

formulas; specific gravity; percentage preparations; concentration and dilution; allegation; and temperature conversion.

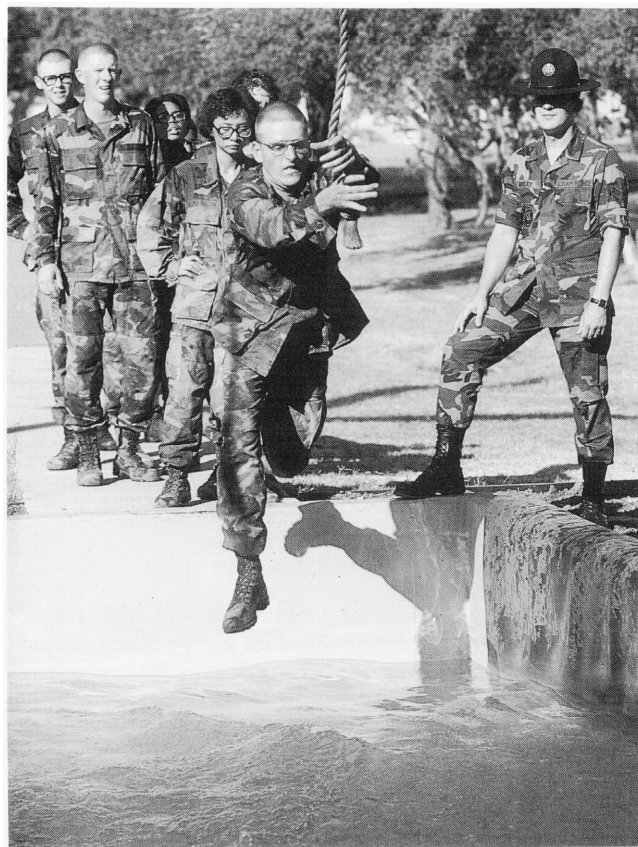
PHA 1309 Pharmacy Practicum

Inpatient and outpatient pharmaceutical procedures. Includes computerized information systems, sterile and nonsterile compounding, dispensing of medication, and logistical procedures.

Physical Education

PHE 1000 Physical Education

Physical fitness using drills, calisthenics, and running. Introduction to Air Force aerobics program and first-aid procedures, including severe bleeding, shock, and stoppage of breathing.



PHE 1800 Physical Conditioning

Calisthenics and running to condition muscle and body organs (heart and lungs). Includes coordination, stamina, and overall fitness for extensive field exercises.

PHE 1801 Physical Conditioning and First Aid

Body conditioning through exercise, running and walking and negotiation of a confidence course. Includes first aid, heat disorders, life-saving steps, and respiratory and circulatory emergencies.

Photography

PHO 1408 Fundamentals of Photography

Characteristics of sensitized materials; camera familiarization; appropriate procedures for setting proper film exposure, processing exposed film, print finishing, and handling of negatives; knowledge of principles of photographic optics, composition, filters, and lighting.

PHO 1409 Advanced Principles of Photography

Laboratory principles and procedures for photocopying, spotting, enlarging, printing of copy negatives, and use of chemistry for various emulsions.

PHO 1412 Color Photography

Principles of color printing and processing; includes exposing and processing of negatives, reversal emulsions, and duplicating slides. Analyses of finishing techniques.

PHO 1416 Printing and Duplicating

Operation of continuous contact printers, multiple generation duplication, projection printing, automatic dodging printers, image evaluation, and production of mosaic.

PHO 1451 Continuous Processing

Analyses of quality of continuous processing methods; aerial photography and processor systems; appropriate continuous processor cleaning, startup, certification, and shutdown procedures; appropriate equipment to sensitometrically certify processor; and mission film and monitoring processor during actual operation.

Applied Physics

PHY 1422 Applied Technical Physics

Physics survey; includes basic principles, atomic structure, quantitative processes, interactions, transformations, principles of radiation, detectors, and measurement techniques.

Plumbing

PLB 1501 Introduction to Plumbing

Basics of plumbing to include safety, maintenance of tools, plumbing systems terminology, engineering drawings, exterior sewer systems, and structural openings.

PLB 1504 Fixtures and Appurtenances

Installation of bathtubs, showers, water closets, lavatories, and urinals; winterization of piping; and inspection and maintenance of water supply and waste systems. Includes materials recovery and restoration.

PLB 1505 Utility Equipment

Maintenance of exterior piping, fire hydrants, and sprinkler systems; includes corrosion control, utility equipment, and project/resources management.

PLB 1507 Water and Waste Distribution Systems

Waste, water supply, and building distribution systems. Includes fire-suppression water, deluge water, sound suppression water, hazardous waste water, and installation of water heaters. Also includes safe work practices; steel pipe and copper tubing assembly; corrosion identification/control; and application of fraud, waste, and abuse information.

PLB 2501 Maintenance of Natural Gas Distribution Systems

Advanced installation/maintenance of natural gas distribution systems, including inspections/maintenance of gas mains, service lines, and gas pressure regulators.

PLB 2502 Backflow Prevention Devices

Theory, operation, maintenance, and testing of plumbing backflow prevention devices to include records and logs of actions taken.

PLB 2503 Fire-Suppression System Maintenance

Advanced testing, inspecting, maintaining, and repairing of fire-suppression systems (excluding electrical); includes inspection and operational checks, principles of operation, and troubleshooting and repair of fire sprinkler and other fire-suppression systems.

Physical Therapy

PTH 1305 Introduction to Physical Therapy

Legal/ethical responsibilities, medical terminology, and physiological theories/processes that apply to working with the diseased and injured.

PTH 1306 Introductory Anatomy and Physiology

Gross anatomy and physiology emphasizing structure and function of cell and respiratory, cardiovascular, lymphatic, renal, integumentary, skeletal, and muscular systems.

PTH 1308 Physical Therapy Procedures and Modalities

Thermotherapy, hydrotherapy, cryotherapy, electrotherapy, and light therapy in simulated clinical laboratory setting.

PTH 1309 Physical Therapy Clinical Arts

Selected physical therapy treatment procedures and modalities in a clinical practicum and clinical administration/communication.

PTH 1310 Functional Anatomy, Pathophysiology, and Therapeutic Procedures

Basic concepts and principles of therapeutic exercise. In-depth functional anatomy of axial skeleton and upper/lower extremities as they relate to disease and treatment approaches.

PTH 2308 Advanced Physiology and Kinesiology

Human physiology of skeletal, muscular, and lymphatic systems and regulating body temperature control resulting from edema. Clinical kinesiology and biomechanical considerations, mechanical principles, physiological factors in muscle function, kinesiology of axial skeletal and upper/lower extremity, structural and functional relationships between normal and abnormal movement and response, and gross muscle and reflex testing.

PTH 2309 Applied Clinical Science and Management

Clinical assessment and physical therapy treatment of neuromusculoskeletal disorders and medical/surgical conditions. Includes application of quality assurance, risk management, and writing operational instructions for physical therapy department.

Physiological Training

PTR 1301 Introduction to Aerospace Physiology

Basic gas laws as they apply to low-pressure chamber operations and procedures. Instructional techniques, lesson plan preparation, and use of teaching devices.

PTR 1302 Respiratory and Circulatory Physiology

Physiological impact of ascent, acceleration, spatial disorientation, and compression changes and recognition of body heat imbalance, hypoxia, shock, and other low-pressure chamber reactions.

PTR 1303 Life-Support Equipment Systems

Operation and maintenance of systems used to sustain aircrew members in flight oxygen storage systems, breathing apparatus, pressure demand regulators and masks, ejection seats, parachutes, helmets, pressure suits, and survival equipment. Participation in low-pressure chamber flights.

PTR 2350 Hyperbaric Physiology and Therapy

Nitrogen narcosis, oxygen toxicity, air embolism, carbon monoxide poisoning, gas gangrene, and mechanical effects of compression and decompression. Application of treatment tables and therapy.

PTR 2351 High-Pressure Chamber Operations

Compressor operation and maintenance; control panels; air storage and breathing gas systems; systems inspection, maintenance, and repair; and crew duties during practice dives to different ocean depths.

Nondestructive Inspection and Quality Control

QCI 1503 Radiography and Radiographic Equipment

Radiographic nondestructive inspection; includes principles of x-ray generation, radiation safety, x-ray equipment, and film processing equipment.

QCI 1509 Fundamentals of Nondestructive Inspection

Theory and practice of nondestructive inspection methods; includes basic metallurgy, development of inspection techniques, maintenance management, equipment authorization, technical publications, identification of aerospace construction features, and application of occupational and health standards.

QCI 1510 Optical, Liquid Penetrant, and Magnetic Particle Inspection

Fundamental principles of optical, liquid penetrant, and magnetic particle inspection methods; includes operation of equipment, interpretation of indicators, performance of inspections, and development of inspection techniques.

QCI 1511 Ultrasonic Inspection Fundamentals

Principles of ultrasonic inspection; includes operation and performing operator maintenance of equipment, knowledge of ultrasonic standards, inspection of parts, and interpretation of indicators.

QCI 1512 Eddy Current and Bond Testing Inspection Methods

Principles of eddy current and bond testing; includes various types of equipment, inspection standards, inspection of parts and equipment, and interpretation of inspection indicators.

QCI 2202 Quality Assurance

Advanced quality assurance procedures used to detect and analyze maintenance management deficiencies, determine causes, and recommend corrective actions; includes comprehensive interpretation of standard publication systems, technical manual systems, personnel evaluations, inspection categories, management evaluations, deficiency analysis, oral and written communications, and activity inspections.

QCI 2513 Spectrometric Oil Analysis Equipment

Operation and maintenance of atomic emission spectrometer and atomic absorption spectrophotometer.

Radiologic Technology

RAD 1301 Introduction to Radiologic Technology

Radiation protection; professional ethics; prime exposure factors; operation of energized x-ray units; and effects of KVP, MAS, time, and distance on radiographic film quality.

RAD 1302 Introduction to Radiographic Physics

Principles of x-ray production; interaction of x rays with matter; basic x-ray circuits; construction of x-ray tubes; methods of rectification; x-ray detection and measurement; and effects of KVP, MAS, distance, and collimation on patients.

RAD 1303 Radiographic Anatomy and Physiology of the Human Body

Structure and functions of body organs and radiology of osteology and topographic anatomy.

RAD 1304 Radiographic Techniques and Darkroom Procedures

Characteristics of radiographic film, construction and design of radiographic darkrooms, manual and automatic processing techniques, stereoradiography, scanography, and body section radiography.